

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIRECTOR - INFORMATION SYSTEMS
CLASS CODE: 1075

FLSA STATUS: EXEMPT
SUPERVISOR STATUS: SUPERVISOR

EFFECTIVE DATE: 10/21/2014 (REVISED 4/1/2008 VERSION)
DEPARTMENT: INFORMATION SYSTEMS

JOB SUMMARY

Under broad policy guideline from the Utah County Commission, directs all aspects of Information Systems deployment at Utah County including application and technical systems development. Develops overall Information Systems strategy for County organization and departments.

CLASS CHARACTERISTICS

This is a Department Head classification level for the Information System function within Utah County.

ESSENTIAL FUNCTIONS

- Develops, directs and implements overall Information Systems strategy for Utah County.
- Supervises, plans, coordinates, and directs the work of the department including developing and implementing standard operating procedures to ensure system security, quality control, and design documentation.
- Makes staffing decisions within the department including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.
- Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the department.
- Oversees maintenance and purchasing decisions for equipment, tools, and supplies within the department including coordinating with appropriate utility vendors to acquire necessary network services.
- Prepares the department budget and monitors and approves department purchase orders, payroll, and expenditures.
- Supervises and coordinates departmental involvement with other County departments and outside agencies including meeting with the Commission on proposed and in-process projects.
- Coordinates efforts with other government and private agencies in providing information from County databases and in transferring data from other systems for County use.
- Oversees the design and maintenance of all County databases.
- Supervises all systems programming including training programmers, assigning projects to programmers, and establishing programming standards.
- Oversees the resolution of all crisis situations for both software and hardware systems.
- Evaluates requests for computer services to determine feasibility, personnel, and resource requirements needed, and implementation priorities.
- Supervises the development of information systems hardware, software, and procedure configurations including supervising the acquisition, installation, maintenance, and replacement of computer and information systems.
- Recommends changes in policy and procedure to accommodate the implementation of updated information systems.
- Directs the development of telecommunication networks to support information systems used at Utah County.
- Assists in resolving technical problems with information systems hardware, software, and communication networks.
- Assists various project teams in developing and testing software projects.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of:** Supervisory techniques and ability to schedule, monitor and evaluate the work of supervised employees.
Comprehensive knowledge of Information Systems technology, practices, procedures, and application.
Local government organization and functions.
Budget and contract management.
Programming techniques and languages.
UNYSIS ClearPath server operating systems including database systems, system hardware, and operating system software.
Open client / server programming and architecture.
Oracle relational data bases.
Internet development and application.
Web based systems, procedures and application.
Powerbuilder and other object-oriented programming tools.
Database architecture, data modeling, data normalization, data factoring, and data archiving.
Audit and recovery procedures; knowledge of network communication principles and design strategies.
Information Systems best practices and procedures.
- Skill in:** Reading, writing, and math.
Problem solving and logical thinking.
- Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities.
Coordinate multiple tasks effectively.
Extensive experience in the use of SQL.

PHYSICAL DEMANDS

Typically sit at a desk or table.

Occasionally walk, stand, or stoop; lift or otherwise move objects weighing up to 50 pounds. Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING ENVIRONMENT

Work occasionally exposes incumbent to electrical hazards during systems installation & maintenance. Work exposes incumbent to stress due to project deadlines, systems failures and recovery, meeting state and federally-mandated requirements, regulations and certifications, managing employee performance.

EDUCATION AND EXPERIENCE

Equivalent to a Master's degree in computer science including courses in management training or a closely related field; and seven (7) years experience in Information Systems technology of which two (2) years are in a supervisory capacity.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.